

ACCEPTABLE PROOF FOR RELOCATION CANCELLATION

SIGNED RENTAL LEASE (BY ALL PARTIES): NO FAMILY MEMBER'S OR ANYTHING TYPED IN WORD.

{REAL ESTATE OR APT COMPLEX}

**MILITARY ORDERS: SPOUSE MAY NOT USE DEPLOYMENT ORDERS
ETS ORDERS REQUIRE A DD214
PCS ORDERS REQUIRE AUTHZ DEPENDANTS FOR SPOUSE**

UTILITY BILL: MUST LIST PHYSICAL ADDRESS [CITY, STATE, & ZIP INCLUDED]

DRIVERS LICENSE: REQUIRES A RECENT ISSUE DATE

**“OFFICIAL” CHANGE OF ADDRESS CONFIRMATION LETTER FROM POSTAL SERVICE:
MUST LIST NEW ADDRESS**

**COLLEGE ACCEPTANCE LETTER W/ CLASS SCHEDULE [BOTH REQUIRED &
SCHOOL'S NAME & ADDRESS MUST BE LISTED]**

GUIDELINES FOR CANCELLATION PROCEDURE

**ALL CANCELLATIONS REQUIRE A 30 - 60 DAY NOTICE
[DEPENDS ON GYM / CONTRACT]**

ALL PROOF MUST HAVE A DATE // NOTHING DATED OR ISSUED PRIOR TO CONTRACT

**CANCELLATION FEE // REQUIRED UNLESS CONTRACT HAS EXPIRED
IF WAIVED, IT MUST BE WRITTEN ON CONTRACT**

P.O. BOX IS NOT ACCEPTABLE // PHYSICAL ADDRESS ONLY

**PROOF MUST BE IN MEMBERS NAME, LISTING PHYSICAL ADDRESS [CITY, STATE, &
ZIP INCLUDED] WITH A RECENT DATE.**

WE DO NOT USE ANY INFORMATION PRINTED OFF-LINE

NOTE:

PLEASE UNDERSTAND THAT YOU ARE RESPONSIBLE FOR ANY MONTHLY DUES THAT OCCUR ON YOUR ACCOUNT UNTIL APPROVED FOR CANCELLATION. IF YOUR ACCOUNT IS DENIED DUE TO LACK OF PROOF OR ADDITIONAL PROOF BEING NEEDED, YOUR 30 - 60 DAY NOTICE {DEPENDS ON YOUR CONTRACT} WILL NOT BE BACKDATED. WE MUST BE FAIR TO ALL MEMBERS AND PROCESS PAPERWORK IN THE ORDER IN WHICH IT IS RECEIVED.